

## **FIRE RECORDS CLERK II**

### **STUDY GUIDE**

A written examination for the class of **FIRE RECORDS CLERK II** to be administered in your jurisdiction on **August 22, 2016**, will consist of approximately **100** multiple-choice questions covering the following subject areas:

#### **SUBJECT MATTER/CONTENT**

<b><u>SECTION</u></b>	<b><u>PERCENT OF EXAM</u></b>
* General Clerical Operation and Records Management	12%
* Filing Procedures	9%
* Reports & Correspondence	9%
* Mathematics/Arithmetic	6%
* English Usage and Grammar/Clerical Proficiency	9%
* Clerical/Word Processing Operations	18%
* Following Written Directions	23%
* Managing Equipment and Supplies	9%
* Public Relations	<u>5%</u>
<b>TOTAL PERCENT</b>	100%

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's Office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.